



## Southern California Association of Governments

### Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

# OWNER'S PROJECT MANAGER, TENANT IMPROVEMENTS Limited Term #411

Salary: DOQ

Open Until Filled. First Review of Applications: Monday, September 20, 2010

### THE POSITION

This limited term position is an at-will position funded with tenant improvement money. The project completion date is estimated to be no later than December 31, 2011. Under the direction of the Deputy Executive Director of Administration and working closely with the Facilities Supervisor, the Owner's Project Manager, Tenant Improvements plans, designs, and coordinates construction of SCAG facilities through all phases including design, construction and occupancy.

The position is responsible for the complete renovation of SCAG's headquarters, a complex project requiring an in-depth knowledge of architectural design, space planning, construction management, building/construction codes, using environmentally sustainable office design and facilities management practices and coordination with building management. The Owner's Project Manager, Tenant Improvements must be capable of independently managing innovative space planning and office design that involves major remodeling of a leased space that encompasses 46,299 square feet of public agency office space housing 136 employees and 13 meeting rooms. The employee will be responsible for the timely completion of the project within budget limits working with SCAG staff, building owners and SCAG's architectural firm working on this project.

### ESSENTIAL DUTIES

- Prepares and/or coordinates design and construction documents for the remodeling project; reviews consultant designs and construction documents for functionality and quality; monitors work on construction programs; ensures code adherence and ADA compliance.
- Performs space planning needs assessment, with the assistance of the consultants; surveys site; produces or oversees production of drawings; interprets user needs and meets with work unit staff and managers to reach consensus on office needs; ensures plan meets city building codes and ADA requirements and implements sustainable practices and uses sustainable materials wherever possible and feasible.
- Prepares reports regarding scope of work; cost estimates and project summaries; controls budget and project schedules.
- Identifies potential problem areas in advance, takes corrective action or notifies authorities as necessary.
- Resolves daily facilities problems related to the remodeling activities; assists in the development and revision of facility processes, procedures and policies.

- Plans and implements use of temporary work stations (swing space) during construction phases and coordinates movement of staff to new work stations after construction is completed.

### ESSENTIAL QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university with major coursework in architecture, architectural engineering, business administration, construction management or a closely related field. Additional architectural design and construction experience may substitute for education requirements on a year-for-year basis.

**Experience:** Four years of increasingly responsible architectural design and construction project management experience of large office buildings of which at least two years included using environmentally sustainable principles, practices, methods and materials.

**Knowledge of:** Principles and theory of master planning; professional architectural practice, law and ethics; principles and practices of architectural design; materials and methods used in building construction projects; planning principles related to environmental law, zoning and development; state contract law; structural, mechanical and electrical engineering as related to buildings; principles and practices of project management; techniques for preparing bid documents and technical specifications; SCAG procedures for contract administration and procurement; negotiating techniques; budget techniques; safe work practices.

**Ability to:** Coordinate with consultants in design and construction projects; provide technical guidance to facilities staff; act as group leader on less complex projects; detect errors and discrepancies in contract plans and specifications; use computer-aided drafting programs to do architectural design; review and utilize existing facilities and make recommendations for more efficient, economical and functional utilization of space; plan and implement project; use standard business computer applications; manage multiple projects simultaneously; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with SCAG staff, vendors, trades people, and landlord representatives; complete time sensitive projects.

**Special requirements:** A valid California driver's license will be required on a position basis in accordance with ADA regulations. State registration as a professional architect is preferred.

## APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application, including salary history, and resume to:

### Southern California Association of Governments

Attn: Human Resources Office  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017  
(213) 236-1931  
FAX (213) 630-1493

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the selection process.

## EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history and DMV report may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

## EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from three HMO and three PPO CalPERS health plans and two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA deferred compensation plan is available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours every payroll period or 12 days per year.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.

- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

## THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles, and a population of over 18 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

The SCAG office is located in bustling downtown Los Angeles (L.A.). L. A. is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. SCAG also has satellite offices located in Imperial, orange, Riverside, San Bernardino and Ventura counties.

## EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.